

DD/A Registry
77-3364

2 June 1977

DD/A Registry

File OTM (ADMAG)

MEMORANDUM FOR: Director of Central Intelligence

FROM : [REDACTED]
Chairman, Administration Management
Advisory Group (ADMAG)

SUBJECT : ADMAG Suggestions for the DCI

1. Action Requested: None - FYI only - background
notes for your meeting with ADMAG.

2. Background: During our meeting with you on 27 May
you requested that we further address the issue of personnel
"flow-through" and suggest improvements or solutions to con-
cerns identified.

a. We believe that the existing personnel
system, e.g., DDA Personnel Management Handbook
dated 1975, provides an efficient and effective
vehicle to handle the full range of personnel
matters.

b. However, we also believe that the achieve-
ment of a personnel management system prescribed
in existing regulatory issuances, handbooks, and
studies, e.g., Personnel Approaches Study Group
Report dated 1973, as well as the Annual Personnel
Plan and the Personnel Development Program may be
often frustrated through a spotty implementation.


3. Recommendations.

a. Employees with the least potential in all grade levels should be identified and appropriate career or adverse action should be taken. This policy is presently in existence, but is not yet being uniformly enforced. It is our suggestion that the DCI take appropriate action to ensure the enforcement of this policy. In the event of adverse action we approve of the present procedure for centralized reviews and recommendations by the Director of Personnel. We feel through this mechanism, positions will be made available for new employees and for the advancement of the employees already on board, provided the Agency personnel ceiling remains relatively constant.

b. We endorse the use of the three year probationary period for new employees and urge that careful consideration be given during the period as to whether the individual should be retained.

c. Seek approval for continued use of the 25 year discontinued service retirement option. This would be especially attractive to those employees enrolled in the CIA Retirement and Disability System.

4. It is noted that the suggestions and recommendations presented above are based upon the personnel experience and perspectives of members of the ADMAC. STATINTL



SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	

Approved For Release 2002/01/08 : CIA-RDP80-00473A000300070016-9

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Fred [unclear]</i> Director of Personnel		
2	[REDACTED]		
3			
4			
5			
6			

DD/A Registry
File 0 & M (MAG)

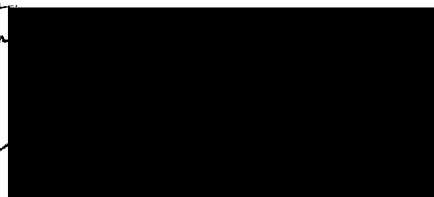
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<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Att: DDA 77-3203

Remarks:

*Please follow through
on the "staffing".*

*Also, give me a
buzz on this.*



FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Deputy Director for Administration			8 Jun 77
UNCLASSIFIED	CONFIDENTIAL	SECRET	

FORM NO. 1-67 237 Use previous editions *USGPO: 1976 - 202-953 (40)

DDA:JFBBlake:kmg (8 Jun 77)

Distribution:

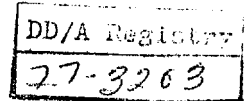
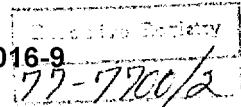
- Orig RS - D/Pers w/Orig of Att
- ☒ - DDA Subject w/cy of Att
- 1 - DDA Chrono
- 1 - JFB Chrono

Att: Memo dtd 7 Jun 77 to DDA fr DCI, subj: ADMAG
"Please follow through on the "staffing."
"Also, give me a buzz on this. /s/Jack Blake"

STATINTL

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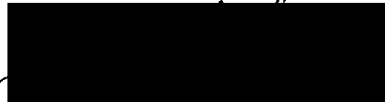
7 JUN 1977

MEMORANDUM FOR: Deputy Director for Administration
FROM: Director of Central Intelligence
SUBJECT: ADMAG

1. At the completion of my meeting with the ADMAG, I asked them to do further work to give me some specific recommendations on ways to improve our management of personnel. Attached is their response to me which I find very constructive and helpful.

2. I would appreciate your staffing each of these recommendations and coming back to me with your recommendations on them.

STATINTL

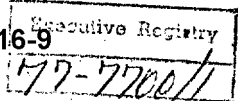


STANSFIELD TURNER

Attachment

cc DDCI
ADMAG

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2 June 1977

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Advisory Group (ADMAG)

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ckn (2 Jun 77)

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Orig - DCI
1 - DDCI
1 - ER